

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.96
Ad 6 Form
Cop. 3

UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington, D. C.

FIELD MEMORANDUM SCS #1110-A
(superseding F.M. SCS No. 1110)

Re: Purchase and operation of
photo-mechanical duplicating
equipment

December 5, 1947

TO ALL RANKING FIELD OFFICERS:

Regional offices of the Soil Conservation Service are hereby authorized to purchase and operate Multilith duplicators and similar duplicating equipment subject to the following conditions:

1. This memorandum applies only to regional offices of the Service field organization. It does not extend to state, district, or other offices.
2. In this memorandum, the word "duplicating" refers to a reproduction process and to reproduction equipment involving photo-mechanical operations, such as is done by Multilith Duplicators. It does not refer to Mimeograph or Ditto work.
3. The following makes and models of duplicating equipment may be purchased by regional offices after approval has been obtained from the Washington office of the Service and by us from the Department of Agriculture: Multilith Model 1250 (9 3/4 x 14 inches paper size) and Davidson Duplicator (9 3/4 x 14 inches paper size). Regional offices shall not in the future purchase or operate duplicating equipment other than those types known as duplicators; except that any regional offices which have such equipment in use as of this date may continue to use it. (NOTE: The same requirements as to approval apply to purchases of stencil-type duplicating machines and to office duplicators of the spirit-type.)
4. Regional duplicating equipment shall be in the custody of the Regional Cartographic Division and shall be operated by personnel of that Division.
5. The established federal government policy provides that all printing is to be done by or through the Government Printing Office, and the Soil Conservation Service has been granted authority to own and operate offset duplicating equipment for the specific purpose of producing maps and similar material needed in carrying out the Service's nation-wide program. Therefore, regional offices will always keep in mind that duplicating is not to be regarded as a substitute for printing and shall not be employed in place of printing. On the other hand, current shortage of Printing and Binding funds makes it necessary to use duplicating on certain occasions to supply needed material which would not be otherwise available. Therefore, the following specifications are established for the use of duplicating equipment of all types in regional offices of the Service:

(a) Duplicating equipment may be used to prepare certain types of materials as follows: maps; forms for which there is not sufficient Printing and Binding money available; technical manuals, instructional material, administrative memoranda, and similar materials 'For Administrative Use Only' or 'For In-Service Use Only', which shall be

so used and so marked; certain types of materials for distribution to cooperators and other members of the public on request, such as 'job sheets' dealing with various conservation practices and materials, or explaining in simple terms specific phases of the program of the Soil Conservation Service; materials which ordinarily would be mimeographed but which, because of large quantities needed, can be produced more economically by duplicating; and limited runs of 'temporary' or 'experimental' materials. (NOTE: 'Temporary' refers to material which may ultimately be printed but which cannot be printed immediately for various reasons, and to material needed for only a brief time. 'Experimental' refers to material the usefulness and form of which may need to be tested before it is put into permanent printed form.)

(b) All duplicated materials shall be and shall have the appearance of being practical. Line maps in black and white may be used for cover illustrations on such material; photographs and line drawings may not be so used. Color may be used as needed on survey maps, land capability maps, and similar maps. Color may be used in or on other materials only when essential to the specific job for which it is requested and when amply justified in writing and specifically approved by the Regional Conservator or someone to whom the Regional Conservator may delegate such authority.

(c) Runs of such materials, except forms, shall be limited to not more than 2,500 copies, and to not more than two orders totaling 5,000 copies in twelve months. Each run of each piece shall carry in an inconspicuous place the date of the run. Approved forms, whether regional or other, may be ordered as needed, with the express stipulation that not more than six months' supply shall be run at any time, and that not more than two six-month orders shall be run in a year. (Nothing in this memorandum shall be construed as altering Service policy on forms as set forth in the Assistant Chief's memorandum of February 22, 1945, to the Regional Conservators concerning "Clearance for Forms and Reports"). 'Temporary' or 'experimental' materials shall be limited to not more than 1,000 copies per order and not more than 2,000 total in twelve months. In no case shall orders for any authorized materials exceed the actual need. This is important from many standpoints, including funds and the continuing paper shortage.

(d) Two copies of each item of material duplicated in Regional Cartographic Divisions, in accordance with the foregoing, shall be sent to the Printing and Distribution Unit, Division of Information, Washington, for filing.

(e) In general, the photo-mechanical duplicating process is to be used only where other duplicating processes such as typewriting and mimeographing are too costly or are otherwise impracticable.

6. The Regional Cartographic Division will be responsible only for the technical excellence of maps and map information and for the quality of reproduction of other materials produced. The Regional Chief of Operations and the Chief of the Regional Division of Information will be jointly responsible for the content and presentation of the material. No material shall be run by the Cartographic Division until it has been checked and approved by the Chief of Operations and Chief of the Division of Information, and edited by the Division of Information as that division may deem necessary. All such duplicated material other than maps to be distributed outside the Service shall be subject to review and clearance by the Regional Clearance Officers (Chiefs of Regional Divisions of Information) in accordance with U.S.D.A. Regulation 1381. (See memorandum of November 6, 1947, signed by T. L. Gaston, Acting Chief.)

It is understood that the foregoing stipulations do not apply to survey, land capability, and similar maps, preparation of which is a regular function of the Cartographic Divisions.



Acting Assistant Chief

